DOCUMENT RESUME

ED 054 823 LI 003 099

TITLE Michigan Library Trustees Manual.

INSTITUTION Michigan State Dept. of Education, Lansing. Bureau of Library Services.

PUB DATE 69

NOTE 27p.; (18 References)

EDRS PRICE MF-$0.65 HC-$3.29

DESCRIPTORS *Administrative Personnel; Library Guides; *Library Planning; Public Libraries; *Trustees

IDENTIFIERS *Library Administration; Michigan

ABSTRACT

The Michigan Library Trustees Manual covers the following topics: (1) characteristics of a good public library, (2) characteristics of good library trustees and boards, (3) responsibilities and duties of trustees in relation to those of the library, (4) planning and policymaking, (5) board meetings, (6) sample by-laws, (7) budget and finance, (8) library laws and trustees, (9) orientation, (10) in-service training, (11) library and trustee organizations, (12) the state library and (13) trustee bookshelf -- sources of information about public library trusteeship. (MM)

ED054823

Michigan Department of Education

Bureau of Library Services

Lansing

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

MICHIGAN LIBRARY TRUSTEES MANUAL

1969

LI 003 099

State Board of Education

	Term Expires
Dr. Peter Oppewall, *President* Grand Rapids	Jan. 1, 1971
Thomas J. Brennan, *Vice President* Dearborn	Jan. 1, 1971
Michael J. Deeb, *Secretary* Detroit	Jan. 1, 1977
James F. O'Neil, *Treasurer* Livonia	Jan. 1, 1975
Dr. Leroy G. Augenstein Holt	Jan. 1, 1975
Marilyn Jean Kelly Detroit	Jan. 1, 1977
Dr. Charles E. Morton Detroit	Jan. 1, 1973
Dr. Edwin L. Novak Flint	Jan. 1, 1973

Dr. Ira Polley, *State Superintendent of Public Instruction, Chairman*
Member, Ex-Officio

William G. Milliken, Governor
Member, Ex-Officio

ED054823

"The best way for the individual trustee to help achieve the all-important purpose of bettering his library is to educate himself in trusteeship."

The Trustee of the Small Public Library
Virginia G. Young

MICHIGAN LIBRARY TRUSTEE MANUAL

Table of Contents

		Page
	Foreword	
I.	Characteristics of a Good Public Library	1
II.	Characteristics of Good Library Trustees and Boards.	3
III.	Responsibilities and Duties of Trustees.	6
IV.	Planning and Policymaking.	9
V.	Board Meetings and Sample By-Laws.	11-13
VI.	Budget and Finance	14
VII.	Library Laws and Trustees.	15
VIII.	Orientation.	16
IX.	In-Service Training.	17
X.	Library and Trustee Organizations.	19
XI.	State Library	21
XII.	Trustee Bookshelf	22

I. CHARACTERISTICS OF A GOOD PUBLIC LIBRARY

What is a good library?*

A good library has:

Materials needed by the people of a community for knowledge, information, research and recreation (books, magazines, newspapers, music scores, maps, pictures, films, recordings) organized for convenient use to serve all ages and groups in the community

the child learning how to live

the young student and mature scholar

the senior citizen with leisure time

the homemaker, businessman and scientist

the spokesman, art devotee and music lover

the purposeful reader seeking continued self-education

the educational, civic and cultural organizations;

A staff which is carefully selected, well trained, adequately paid and competent;

A building which is attractive, comfortable, and efficient--an invitation to people to use for reading and learning.

A good library gives:

Guidance to individuals in the use of educational and recreational material,

Assistance to educational, civic and cultural organizations, in locating and using materials for program planning, projects, and the education of members,

Stimulation of use and interpretation of materials through publicity, displays, reading lists, story hours, book reviews, discussion groups, and other appropriate means, either in the library or in community organizations.

A good library is:

Readily accessible to all,

The connecting link with the total library resources of the region and the state.

A good public library serves all the people.

*Adapted from ALA Model Manual for Library Trustees, 1961.

How can public library service be advanced?*

Local public libraries should seek out all ways to grow toward reaching the national goal of operating in a "system" which serves as many people as possible.

What is a system of library service?

In a natural area:

<u>community libraries</u> (town, city, county, or regional libraries, a bookmobile stop, or a branch library) banded together, informally or formally, by federation or contract, with

<u>a central library</u> in a coordinated system of library service, with each community library retaining local control.

The central library provides:

The comprehensive collection,

The special materials and services that are not needed regularly but are required by most readers at some time,

The specialists that are needed for cataloging, information service, adult advisory service, young adult advisory service, children's advisory service, audio-visual, and extension services.

The Michigan Department of Education through its Bureau of Library Services provides:

A program which guides and reinforces the separate libraries and library systems throughout the state by consultation, planning, and research services, loans of additional materials, certification for library positions and state grants in aid.

Such a system enables public libraries to give best service at least cost; it brings the resources of larger libraries to the people in small or remote places, or in localities where resources are limited.

Library systems make good library service possible everywhere.

*Adapted from ALA Model Manual for Library Trustees, 1961.

II. CHARACTERISTICS OF GOOD LIBRARY TRUSTEES & BOARDS

Much of the success of any public library depends upon the public spirited citizens who serve as library trustees. Whether these trustees are elected or appointed, it is important that they be the best ones available.

Acceptance of appointment or election as a library trustee implies a willingness to be an "active" member of the board. An active member:

Attends board meetings,

Participates in board discussions and decisions,

Contributes constructive suggestions,

Is informed on matters related to the development of the library's service,

Shares responsibility for promoting use of the library; for getting adequate financial support; and for strengthening the library through cooperation with other libraries.

The most effective trustee:

Believes in the value of library service and is a library-user,

Is willing to exert effort to see that library service is available to everyone in the community,

Has vision and determination,

Is resourceful and enthusiastic,

Continually strives to learn how to be a better trustee,

Works as a "member of a team" with other board members, the library staff and government officials,

Is conscious of the "trust" which has been placed in him.

The most effective library boards:

Are representative of the community,

Serve as "interpreters" between the library and the community to aid the library in giving better service and to encourage people in the community to make greater use of service available,

Keep the community and government officials informed concerning the library's progress, its aims and its needs,

Consider every member's opinion before making a decision even if it is a minority of one,

Are well enough informed to make sound judgments,

Make a practice of having no member serve for more than two, or at the most, three successive terms so as to distribute the workload more fairly and also to give the board the advantages of the special contributions new members can make. Trustees whose terms have expired continue to serve the library through participation in a Friends of the Library Group,

Work closely with the librarian, giving thoughtful consideration to his reports and recommendations, and relying on him for conscientious administration in harmony with board decisions,

Give attention to "planning" for the development of their library's service,

Adopt policies needed to implement the plan and review these policies periodically to keep them suited to changing conditions,

Work diligently to obtain adequate financial support for the library,

Cooperate with other libraries in order to make fullest possible use of all resources,

Participate actively in district, state and national library meetings and other activities especially for trustees.

The ways to make sure of getting qualified candidates for the library board:

First, and foremost, trustees and librarians should see that the appointing authority (or the electorate, depending upon whether trustees are appointed or elected) are well aware of the qualities needed for a good trustee and a good board.

Second, opportunity to serve as a trustee should be extended only to those otherwise qualified persons who will be able to attend meetings and share in trustee functions. Often an excellent candidate is an unwise choice simply because lack of time or current conditions prevent him or her from being an "active" board member.

(Note: Extended absence from the community due to long vacations, frequent business trips, etc. presents a real problem. Other things being equal, trustees should be expected to attend most board meetings.)

Third, the library board should function in such a businesslike, efficient and professional manner that being a member of it is a satisfying experience.

Fourth, see that governmental officials receive a copy of "Its up to you", a brochure available from the Michigan Department of Education, Bureau of Library Services.

III. RESPONSIBILITIES AND DUTIES OF TRUSTEES IN RELATION TO THOSE OF THE LIBRARIAN

"Trustees should not run their libraries but see that they are properly run: Not manage them but get them managed"* This, in brief, is a good working rule for trustees to follow.

Trustee duties and responsibilities are distinct from those of librarians and staffs although often they appear to overlap. The following chart delineates the differences in the major fields of activity.

Trustees	Librarian
Planning for the Library's Growth	
Consider library's strengths and weaknesses; adopt long and short range plan for library's growth; decide on course of action to implement plans.	Helps analyze library's strengths and weaknesses; recommends plans for library's growth and means for implementing plans. Administers library in terms of plans adopted by the board.
Policy Making	
Consider what policies are needed to carry forward the library's plan most effectively. Discuss board's suggestions and librarian's recommendations.	Recommends policies needed; advises board on merit of decisions they are considering. Administers the library in accordance with adopted policies. Interprets policies to staff and public.
Budget	
Scrutinize budget submitted by librarian; make any changes that seem necessary; officially endorse budget request. After income for coming year is known, revise budget, if necessary, to balance anticipated income with expected expenditures. Authorize expenditures in accordance with budget allotments.	Prepares budget request recommendation based on present and anticipated needs in relation to the Board's Plan for Library Growth. After income for coming year is known, recommends revisions in planned expenditures, if necessary. Decides on use of money within the budget allotment.

*Ohio Handbook

Trustees	Librarian
Obtaining Adequate Funds	
Entire board (or representatives) appear at budget hearings to interpret library's financial needs.	Librarian is present at the budget hearings to answer questions on library administration and financial details.
Also explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperation with other libraries.	Supplies facts and figures to board to aid in interpreting library's financial needs. Calls board's attention to ways of stretching budget and assists board in cooperating with other libraries.
Public Relations	
Serve as "connecting links" between the library and the community, interpreting the one to the other.	Interprets policies to staff and the public.
Uphold all policies adopted by the board.	Administers library efficiently and participates in community activities. Strives to see that own actions and those of staff contribute to "good will."
In-Service Training	
Allow time at board meetings frequently for consideration of library-related matters.	Encourages board to consider library-related matters by supplying information.
Read trustee materials that come in mail or are called to their attention otherwise.	Calls significant trustee materials to attention of library board.
See that new trustees have planned orientation.	Helps with orientation of new trustees.
Attend district, state and national trustee or trustee-related meetings.	Makes sure trustees know of important meetings for them to attend.
Belong to the Michigan Library Association and are active members in its Trustee Section.	Recommends budget allotment for trustee expenses for membership and attendance at meetings.

Trustees	Librarian
Personnel	
Employ the best person available as head librarian.	Employs and directs all staff.
Provide good salary scale for total staff.	Works for needed improvement in working conditions, fringe benefits and salary scale.
See that all staff have reasonable fringe benefits such as social security, pension, vacation and sick leave, opportunities for professional growth and compatible working conditions.	Capitalizes on skills and initiative of all staff members.
Administration of Library	
Has indirect responsibility through adoption of plan, policies and budget and employment of head librarian.	Has full responsibility for administration of the library within the framework of the library's plan, policies and budget.
Leaves all matters of actual administration to head librarian.	Reports at each board meeting and in other ways keeps board informed of library's progress and problems.
Keeps in touch with library's progress and problems through librarians' reports and their own use of the library.	
Board Meetings	
(See Chapter V for details)	
Attend all regular and special board meetings.	Attends all regular and special board meetings except those at which librarian's employment, salary or performance is being considered.

IV. PLANNING AND POLICYMAKING

A PLAN is to the library what a blueprint is to a builder; it provides a basic guide for all decisions affecting the library's development. Responsibility for formulating the plan is shared by the trustees and the librarian (see Michigan Library Trustee Manual, page 6). It should include a statement of objectives of the local library and the plan for taking the necessary steps to achieve them. "Public Library Service" (ALA, 1967) supplies a pattern for individual boards to follow in determining their objectives and drafting their plan. (See also Michigan Library Trustee Manual, chapter I.)

POLICY STATEMENTS are "guides" for implementing the library's objectives and plan. They should be written for sake of accuracy and either filed separately or indexed in the board's minutes for convenience in referring to them. As conditions change they should be reviewed and, if necessary, revised to keep up with the times.

The following list, quoted from the "Handbook for Wisconsin Library Board Members", suggests topics on which board policy should be written:

Selection of books and other library materials.
Purchasing and acquisition of books, equipment, and other library materials.

Continuous community study and evaluation to determine changing community needs.
Methods, emphases, and plans for extension of library services.
Coordinating the public library's program with the activities and services of other community agencies.

Circulation of library materials, reference and research services, fines, fees, charges for lost books, etc.
Nonresident use of the public library.
Hours open, holidays, etc.

The public library's service to schools and the coordination of the public and school library programs.

Acceptance and handling of gift and memorial books and other library materials.
Acceptance and handling of gifts of money, trust funds, endowments, and investments.

Personnel policies including job descriptions covering minimum qualifications, appointment, promotion, termination, tenure, retirement, employee welfare, salary schedules, sick leave, vacation with and/or without pay, leave, insurance, absence without leave, grievance procedures, etc.
In-service training of library staff.

Staff member and trustee attendance at library conferences, workshops, meetings, etc., and payment of expenses incurred.
Special use of library building and its facilities; i.e., meeting rooms, kitchens, etc.
Hearings before the library board and attendance by the public and press at library board meetings.
Political activity of the library staff.

Preparation and presentation of the library budget.
Building maintenance, insurance, etc.

V. BOARD MEETINGS

Board meetings are "business" meetings. Discussions can be informal, and sometimes might better be, but conduct of the meeting should conform to simple parliamentary procedure, especially in the making and recording of decisions.

Every board should have a set of by-laws and operate within this framework. Good by-laws cover the essential points, are adapted to local conditions, and are kept as simple as possible. They should be revised whenever necessary to fit changing conditions.*

The most successful board meetings have:

Regular monthly schedule.

Full attendance (or at least a quorum or more present).

Prompt beginning and adjournment.

Agenda carefully prepared by librarian and chairman and sent to members in advance.

Adequate consideration of agenda items and clear decision regarding each. (When definite decision cannot be reached, there should be clear understanding of when the subject will be considered again, what is to be done in the meantime and by whom.)

All decisions should be consistent with the library's policies, and should be made by the total board. During discussion every member's point of view should be thoroughly considered. Once a majority or more have reached agreement, however, this decision should prevail. Every board member (and staff member) is obligated to support it.

Clear statement of each decision included in the minutes. In addition, when a new policy is adopted, or an existing policy is revised, this information is added to the cumulative policy statement or at least included in a policy index to the minutes.

Time allotted at intervals during the year for consideration of ideas on publications and films related to trustee matters and in reports of other trustee meetings attended by any of the board.

*See "Sample" by-laws, next page

SAMPLE BY-LAWS

for Individual Libraries or Library Systems

Note: These are suggestions only. They indicate the points to be covered but each library or library system must adapt them to fit local conditions. Every board should know the state laws and any charter or ordinance provisions governing operation of the library and make sure that the library's by-laws conform to them.

Article I Membership

In accordance with the provisions of ___(citation of law, charter or ordinance)___ the library board of _____ Public Library shall consist of _____ members chosen for their fitness for public library trusteeship.

Article II Officers

Section 1. Officers of the board shall be a President and a Secretary-Treasurer (or Secretary and Treasurer).

Section 2. The officers shall be elected by ballot at the annual meeting for a term of one year. Vacancies in office shall be filled by ballot at the next regular meeting of the board after the vacancy occurs.

Section 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles. (Or the duties might be defined here.)

Article III Meetings

Section 1. The library board shall meet on the _____ of each month at _____ o'clock at the _____. The _____ meeting shall be the annual meeting.

Section 2. Special meetings may be called by the President, or upon written request of _____ members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the board at least two days in advance of such meeting.

Section 3. A quorum for transaction of business shall consist of a simple majority.

Section 4. Order of business may be:
Call to order
Reading and approval of minutes
Approval of bills
Report of the librarian
Committee reports
Communications
Unfinished business
New business
Adjournment

Article III Meetings (cont'd)

Section 5. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the board.

Article IV Committees

(Suggestion: Special committees for the study of special problems may be appointed by the chairman, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. By-laws might include provision for standing committees appointed by the president at the first meeting following the annual meeting, to serve for one year. A budget or finance committee, which might be either a standing committee or a special committee, would assist the librarian in preparing the annual budget and represent the library board to justify it before the governing body.

In most matters, the board's most effective operation is as a committee of the whole. Boards of larger libraries may need other committees to advise the librarian and to represent the board in the community on such subjects as buildings and maintenance, personnel, library program, and extension.

Special committees may investigate, study, and report all matters on which the board can act more expeditiously as a whole.)

Article V Librarian

The librarian shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The librarian shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The librarian shall attend all board meetings, serving as secretary, except those at which his appointment, salary, or performance is to be discussed or decided.

Article VI Amendments

These by-laws may be amended at any regular meetings of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

VI. BUDGET AND FINANCE

Trustees have a double responsibility in regard to the finances of the library: They must see that the library has adequate financial support and they must make sure that they get the best possible return for their money in terms of materials and services.

Therefore it is important for all trustees

a) to understand the possible sources of support and the legal provisions that apply to them.

Major sources of support are:
- Local appropriations
- State grants in aid (and sometimes special grants)
- Penal fines
- Endowments and gifts

Additional sources include: Fines and fees; rental book collections; investments, etc.

b) to prepare an annual budget request based on the needs of the library. A preliminary draft of a budget should be submitted by the librarian for board approval. It should take into account the current year's expenditures, anticipated costs for the coming year, amounts needed for expansion or upgrading of materials and services, and needed capital costs.

It should also take advantage of savings that result from sharing resources of staff and materials with neighboring libraries.

c) to present the budget request to the appropriate authorities with convincing substantiating evidence of the need; also to be alert to ways of supplementing the library's income from regular sources by taking advantage of other possible sources.

The likelihood of obtaining adequate financial support for the library and of using this support to the best advantage increases in direct proportion to the trustee's understanding of the library's financial needs and ways of meeting them.

All decisions related to budget and finance should take into account the library's objectives and plan for development so that maximum gain can be made each year.

VII. LIBRARY LAWS AND TRUSTEES

"Although most public libraries are local in character and locally administered, they derive their ultimate authority from the state. Even home rule cities have received their charters by action of the state legislature."
(Ridgeway: How to Be a Good Board Member)

Therefore every trustee should understand the provisions of the law or charter under which the local library was established and should take care to conform to these provisions. Otherwise, they may unknowlingly be guilty of acting illegally or extra-legally, may unwittingly violate their trust and imperil the library, or may miss in taking advantage of opportunities to strengthen the library's service.

A copy of the library laws of Michigan should be on file in every public library and referred to as needed. (Copy available from the State Library on request.)

Trustees should have a working knowledge not only of the law or charter provision that specifically applies to their library but also of the laws that relate to state aid for public libraries, to penal fines, to contracts and to any other state laws or local ordinances that affect their library.

In addition, trustees need a knowledge of the federal laws that apply to libraries. Provisions of the federal Library Services Act are of particular concern but a variety of other laws are also important such as those affecting communities in distressed areas, postal regulations, minimum wage law, social security, etc.

For suggestions on how to acquire this working knowledge of laws and other library matters, see chapter IX, In-Service Training.

Not only do trustees need to understand existing library legislation, they also share responsibility for new or revised legislation. They study what is being proposed, make suggestions for improvements, then help to secure passage. The Model Manual for Library Trustees (American Library Trustee Association) suggests the following ways by which trustees can be effective:

> Inform legislators of library affairs throughout the year, not just when their votes are needed;
> Join with library associations in presenting proposals for library legislation and working for their adoption;
> Secure the support of community leaders and organizations;
> Call on Senators and Representatives in order to acquaint them with the reasons for needed legislation;
> Question legislative and gubernatorial candidates of both political parties in an election campaign to ascertain their stand on library legislation endorsed by the library associations, and on needed appropriations;
> Encourage those who use the libraries to write their Representatives;
> Secure articles in the newspapers.

VIII. ORIENTATION

Every public library board should provide <u>planned orientation</u> for new trustees. This has the double benefit of kindling the interest of new trustees and of enabling them to begin sooner to do their share of the work.

New trustees need to learn:

Their duties and responsibilities as trustees.

Background information about their library: Its goals; its long and short range plans; its policies. Also its strengths and weaknesses; its source of income and its budget.

Current information about the development of public library service in Michigan in relation to social and economic trends.

Relation of the library's materials and services to the characteristics of the community.

The purpose and activities of the Michigan Library Association, (especially the Trustee Section) and of the American Association of Library Trustees.

Sources of help in books, periodicals and pamphlets, etc.

They should also meet the staff and become familiar with the organization and administration of the library.

Responsibility for providing the orientation is shared by the board members themselves and by the librarian. Supplementary help should come from the Trustee Section of the Michigan Library Association and the Michigan Department of Education's Bureau of Library Services. And, of course, the new trustees should be sufficiently self-motivated to make the most of their opportunities to learn.

IX. IN-SERVICE TRAINING

Active trustees are continually learning how to perform their trusteeship more competently. They do this by adding to their knowledge of those current developments and trends which are a part of, or related to, public library service. They do it also by increasing their understanding of the public library's present and potential value to the community.

Books, pamphlets and periodicals are a convenient source of help.*

Alert trustees regularly read the trustee items in the Michigan Librarian, the American Library Association Bulletin and Michigan Library News.

They at least scan other parts of these periodicals for articles of interest to them.

They frequently refer to the "Michigan Library Trustee Manual".

They read other pertinent material which their librarian calls to their attention or which they notice themselves.

In short, they have the habit of reading whatever on the subject of library trusteeship comes their way.

Much can be learned from the librarian's reports and recommendations if these receive careful consideration.

Participation in trustee activities of the Michigan Library Association and the American Association of Library Trustees provides provocative contact with other alert trustees and a chance to learn from each other.

"Participation" assumes membership in the Associations. More than that, it assumes attending association meetings, sharing in Association committee work, and, when called upon, taking a turn as an Association officer.

Another way to learn is to visit other libraries whenever there is an opportunity to do so. Perceptive trustees can learn much from even a cursory observation of another library.

Occasionally attending meetings of other library boards provides further opportunity to increase one's capacity to be a good trustee. This is especially helpful when library trustees in neighboring communities get together either with their total boards or with representatives from each.

Participation in trustee workshops or training sessions is an excellent way to acquire background information and to keep up with the times.

*See "Michigan Library Trustee Manual", page 22.

Insight into matters of concern to library trustees can also be gained by the application of the occupational knowledge and skills of each individual trustee. Often the library can benefit from such an approach. A businessman, for example, might see ways that modern methods of doing business could enable the library to get more for its money; a homemaker might be able to suggest ways of relating library service more effectively to the women in the community, etc.

X. LIBRARY AND TRUSTEE ORGANIZATIONS

"Working in state and national trustee associations and participating in district, state and national library and trustee conference broadens the board members' concept of library service and its potentialities."*

THE MICHIGAN LIBRARY ASSOCIATION is an organization of librarians, trustees and friends of libraries whose aim is to see that good library service is available to all citizens of Michigan.

Work of the Association is carried on by:

M.L.A. Executive Board;

Various divisions representing specialized interests such as trustees, school librarians, colleges and universities, technical processes, and reference;

Committees as appointed by the M.L.A. president with a particular field of interest, such as Legislation, Recruiting, Membership, Public Relations, etc. At least one trustee is appointed to each committee.

One annual state conference is held in the fall; seven annual district conferences are held in the spring; section meetings are held annually at different times of the year. Special conferences are scheduled as needed.

M.L.A. trustees participate in both state and district annual meetings, attending programs of general interest with librarians and friends of libraries and also programs planned especially by and for trustees. They also attend the trustee section meeting.

For further information about M.L.A., see the leaflet "Meet Your Michigan Library Association" and issues of M.L.A.'s quarterly publication The Michigan Librarian. For information on dues and membership, consult your librarian or contact the Bureau of Library Services for name and address of the M.L.A. Executive Secretary or Trustee Membership Chairman.

*"Handbook for Wisconsin Library Board Members"

THE AMERICAN LIBRARY TRUSTEE ASSOCIATION is a division of the American Library Association.

"The American Library Association is the oldest and largest national library association in the world, with 13 divisions, 54 state, regional and territorial chapters, and 8 affiliated organizations. Founded in 1876, it has a membership of approximately 26,000 librarians, libraries, library trustees, and friends of libraries. The object of ALA is to extend and improve library service and librarianship in each state and throughout the world. National conferences are held each year in different parts of the country. Dues are nominal and tax deductible.

In joining the American Library Association, a trustee elects to become a member of the American Library Trustee Association and one other division. He receives a subscription to the ALA Bulletin issued monthly.

Education and training for effective library trusteeship are best provided by library and trustee associations through their publications, workshops, and meetings."*

To give their advantages to each library trustee, the library budget should provide for:

Membership dues, and
Expenses incurred for board representation
to attend library meetings.

These dues and expenses are a legitimate and very necessary expenditure of the local public library. For information on dues and membership, consult your librarian or contact the American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

*"Model Manual for Library Trustees", A.L.T.A., 1961

XI. THE STATE LIBRARY

The State Library is a bureau of the Michigan Department of Education, and is responsible to the Superintendent of Public Instruction. A State Board for Libraries, which is an advisory board, is composed of five members appointed by the Governor with the approval of the Senate. These members are reimbursed for actual expenses and otherwise serve without pay.

The State Library is administered by the State Librarian who is appointed by the Michigan Department of Education and who must meet qualifications established by the Michigan Department of Civil Service.

Besides serving state officials and legislature, state departments, blind and physically handicapped, and institutions, the State Library serves the State as a whole through its Reader Services and Consultant Sections.

The Reader Services Section loans books and materials to libraries for a four-week period. It also extends month loans to individuals who live in areas which have no local library.

The Consultant Section has the double function of helping to extend library service to places which have none, and of helping to upgrade existing service in both rural and urban areas. Consultants work directly with trustees and others in an area, or answer questions by telephone or mail.

The Law Library generally works directly with state legislators and officials, but assists others with legal research.

For a fuller explanation of the State Library, write to:

State Librarian
Michigan Department of Education
Bureau of Library Services
735 East Michigan Avenue
Lansing, Michigan 48913

TRUSTEE BOOKSHELF

Sources of Information about Public Library Trusteeship

Books and Magazine Articles

"Challenge to Leadership", by William Emerson Hinchliff. In Library Journal, February 15, 1963, pp. 728-730.

"Handbook for Trustees", by Marian Manley Winser. R. R. Bowker Co., 1959

"How to Be a Good Library Board Member", by Helen Ridgeway. University of Chicago, 1955. The Home Study Department.

"Library Boards", by J. Archer Eggen, Issue Editor. Library Trends, July 1962. University of Illinois Graduate School of Library Science.

"Library Boards: Administrative or Advisory", by Frederic H. Hartz. In Library Journal, February 15, 1963, pp. 733-735.

"The Library Trustee, a Practical Guidebook", by Virginia G. Young. Bowker, 1964.

"Local Public Library Administration", edited by Roberta Bowler. International City Managers' Association, 1964.

"Minimum Standards for Public Library Systems", prepared by the Standards Committee and Subcommittees of the Public Library Association, American Library Association. A.L.A. 1967.

"Practical Administration of Public Libraries", by Joseph L. Wheeler and Herbert Goldhor. Harper and Row, 1962.

"The Trustee of a Small Public Library", by Virginia G. Young. No. 3 in "Series of Pamphlets, Small Libraries Project", Library Administration Division, American Library Association, 1962.

"We Can't Afford Bashful Trustees", by Evan Hill. In Library Journal, February 15, 1963, pp. 731-732.

Films

"Effective Board: Board and the Executive". University of Washington. 30 min., b.&w.
"Effective Board: Who Should Be on the Board". University of Washington. 30 min., b.&w.

Periodicals

A.L.A. Bulletin. Published monthly by the American Library Association.
Michigan Librarian. Issued quarterly by the Michigan Library Association.

Specific Information on Library Topics

Much information of value to public library trustees is available in other books, films, pamphlets, and periodicals.

For material on such subjects as Budgets, Buildings, Personnel Planning, Policy Making, Systems, etc., consult your librarian or contact the Michigan State Library.

Michigan Department of Education
Bureau of Library Services
735 East Michigan Avenue
Lansing, Michigan 48913

Lansing
BBB04955
(BBB00223
plain